



HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD

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March 1, 2005

To: On-Base Military Morale, Welfare and Recreation Activities

From: FEB Executive Director

Subj: Application for 2005 Combined Federal Campaign

GENERAL INFORMATION:

Attached is the 2005 Hawaii-Pacific Area Combined Federal Campaign (CFC) application for on-base military morale, welfare and recreation activities. MWR activities must apply annually to participate in the CFC.

The CFC is the annual six-week fund-raising drive conducted during the fall of the year and is the only authorized solicitation of employees in the federal workplace on behalf of charitable organizations. All aspects of the CFC are strictly governed by federal regulations that are available on the Office of Personnel Management's web site at www.opm.gov/cfc.

MWR activities that apply and are eligible to participate will be listed in the CFC brochure and will receive funds designated to the activity, as well as a percentage of the undesignated funds contributed by federal employees.

MWR activities must be on-base family support and youth activities, such as family centers that sponsor lending closets, support groups, and educational programs, i.e., parent effectiveness training; stress management; substance, child and spouse abuse programs; and youth activities that are responsive to the recreational, developmental, social, physiological, psychological, and cultural needs of dependents of military personnel and DoD civilians.

MWR activities must meet all the eligibility criteria in the application, and the base commander must sign the application certifying that the activity meets the criteria. A check-off sheet is attached to assist in completing the application. All necessary back-up records and documents supporting the eligibility must be kept on file and available for review at any time.

The LFCC will send all communication/correspondence to the contact person listed in the application.

DEADLINE DATE:

Mail or deliver the completed application to the Federal Executive Board, 300 Ala Moana Boulevard, Room 8-125, Box 50268, Honolulu, Hawaii 96850 by 5:00 p.m. (Hawaii Standard

Time) on **FRIDAY, APRIL 15, 2005**. Applications postmarked by April 15 but received in the office after that date are late and will not be considered. Faxes and electronic submission of applications will NOT be accepted.

The FEB recommends that if the application is mailed, you use return receipt requested or call the FEB at (808) 541-2637 to confirm the application was received.

APPEALS PROCESS:

MWR activities that are found ineligible have one opportunity to appeal to the LFCC for reconsideration. If the LFCC finds the activity ineligible on appeal, the activity may appeal to the Director of the Office of Personnel Management. The Director's decision is final for administrative purposes.

QUESTIONS/ADDITIONAL INFORMATION:

If you have any questions about the CFC or the application process, please call the FEB office at (808) 541-2637.

A handwritten signature in dark ink, appearing to read "Gloria Uyehara", with a stylized, cursive script.

Gloria Uyehara

Attachments

- (1) MWR Application
- (2) Donor Brochure Information Sheet
- (3) Check-Off Sheet

2005 HAWAII-PACIFIC AREA COMBINED FEDERAL CAMPAIGN MORALE, WELFARE AND RECREATION (MWR) APPLICATION

All MWR activities must complete this application annually.

SECTION A: GENERAL INFORMATION

Name of MWR Activity:

MWR Activity Address: *Post Office addresses are not accepted.*

MWR Activity Telephone:

Name of Contact Person:

CFC will direct all communication/correspondence to this person. This may be any individual in the activity.

Address of Contact Person:

Complete if different from MWR activity's address. Post office box addresses are not accepted. All correspondence will be sent to this address.

Telephone Number of Contact Person:

Fax Number of Contact Person:

E-mail Address of Contact Person:

Web Site Address of MWR Activity: (If applicable)

Make checks payable to:

Disbursement Address:

This is where paper checks will be sent. P.O. boxes may be used.

During the last full fiscal year, the applicant MWR activity had fund-raising and administrative expenses at _____ percent (**fill in blank**) of total support and revenue

Complete and include with this application the attached 2005 Donor Brochure Information Sheet that includes a statement of 25 words or less that describes real services, benefits or program activities the MWR provides.

- *Include percentage of total support and revenue that goes to administrative and fund-raising expenses in parenthesis at the end of the statement (percentage will not count towards 25-word limit)*
- *Include telephone number that can be reached from anywhere in the United States (telephone number will not count towards the 25-word limit)*
- *Statement should not repeat the activity's name but must include the legal name as registered with the IRS if the activity does business under a different name (the legal name listing will not count as part of the 25-word limit)*

- *If applicable, include Internet web page address where information on the activity can be obtained (web page address will not count towards the 25-word limit)*
- *LFCC will not be responsible for incorrect web page addresses*
- *E-mail addresses are not permissible*
- *Special design text used to draw attention to an activity, such as special fonts, capitalization, quotations, and underlining are not accepted*
- *Any statement that uses special features or exceeds 25 words will be edited by the LFCC*

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If you have any questions, please call the FEB office at (808) 541-2637.

SECTION B. CERTIFICATIONS

The base commander must sign certifying the activity is eligible to participate in the CFC and fully meets the following criteria:

- Must be a nonprofit, tax-exempt organization that provides family service programs or youth activity programs to personnel in the command.
- Activity must not receive a majority of its financial support from appropriated funds.
- Must have a high degree of integrity and responsibility in the conduct of its affairs.
- Contributions received must be used effectively for the announced purposes of the organization.
- Be directed by the base non-appropriated fund council or an active voluntary board of directors that serves without compensation and holds regular meetings.
- Conducts its fiscal operations in accordance with a detailed annual budget that is prepared and approved at the beginning of the fiscal year. Any significant variations from the approved budget must have prior authorization from the non-appropriated fund council or the directors.
- The family support and youth activities must have accounting procedures acceptable to an installation auditor and the inspector general.
- Have a policy and practice of nondiscrimination on the basis of race, color, religion, sex or national origin applicable to persons served by the organization.
- Prepare an annual report that includes a full description of the organization's activities and accomplishments. This report must be made available to the public upon request.

SECTION C: CERTIFYING SIGNATURE

I certify that the activity meets all of the eligibility criteria. *(Signature of base commander must be original. No automatic pens or signature stamps may be used.)*

Signature of Base Commander _____ Date: _____

Typed/Printed Name: _____

Title: _____

2005 DONOR BROCHURE INFORMATION SHEET
Please provide the following information for the donor brochure:
Name of MWR Activity:
Address of MWR Activity:
Telephone Number of MWR Activity:
Web Site Address for MWR Activity (if applicable):
Percentage of Overhead and Fundraising:
Twenty-Five Word Statement:

2005 MWR CFC APPLICATION CHECK OFF	
MWR Activity:	
Y / N	Base commander signed certifying activity meets all criteria
Y / N	Include Donor Brochure Information Sheet
Y / N	Blank on page 1 of application filled in with percentage for fund-raising and administration expenses